

FINAL

EATONVILLE TOWN COUNCIL REGULAR COUNCIL MEETING AGENDA

**THIS MEETING WILL BE HELD AT THE
EATONVILLE COMMUNITY CENTER
305 CENTER ST. WEST, EATONVILLE**

AGENDAS ARE SUBJECT TO CHANGE

7:00 PM REGULAR COUNCIL MEETING

NOVEMBER 22, 2010

1. CALL TO ORDER

A. ROLL CALL

ALLISON _____ PIERCE _____ BOWMAN _____ VALENTINE _____
SCHAUB _____

2. OPENING CEREMONIES

A. PLEDGE OF ALLEGIANCE

B. TOWN OF EATONVILLE- MISSION STATEMENT

"The Town's mission is to create, provide and administer municipal services while protecting the present and future health, safety and general welfare of the community"

3. AGENDA REVIEW and APPROVAL/SET TIME RESTRICTIONS

4. COMMENTS FROM CITIZENS

5. CONSENT AGENDA

Payroll Checks	23224 thru 23238	\$ 81,632.88
Claim Check	29107	\$ 500.00
Claim Checks	29108 thru 29155	\$ 70,635.84

6. DEPARTMENT HEAD/COUNCIL COMMITTEE/BOARD/COMMISSION REPORT

- A. COMMITTEE REPORTS
- B. MAYOR'S REPORT
- C. STAFF REPORTS-
- D. FINANCE REPORT

7. UNFINISHED BUSINESS

A. ORDINANCE 2010-14 (PUBLIC HEARING) 2ND READING

AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, REPEALING ANY ORDINANCES IN CONFLICT THEREOF AND INCREASING THE EATONVILLE EMS LEVY FOR 2011 BY 1% OF THE 2010 EMS LEVY

B. ORDINANCE 2010-15 (PUBLIC HEARING) 2ND READING

AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, REPEALING ANY ORDINANCES IN CONFLICT THEREOF AND NOT INCREASING THE REGULAR LEVY FOR 2011

8. NEW BUSINESS

A. RESOLUTION 2010-WW

A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING FINANCIAL POLICIES FOR THE TOWN OF EATONVILLE

B. ORDINANCE 2010-16 (PUBLIC HEARING) FIRST READING

AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF EATONVILLE, WASHINGTON FOR THE CALENDAR YEAR 2011

9. COUNCIL MEMBER COMMENTS

10. ADJOURNMENT

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
4808	11/22/2010		631	29108	Claims		Advanced Safety & Fire Sv	35.04	
		522 50 48 00	Fire Control Repairs &	001	Current Expense			35.04	Recharge, Batt
Acct Pay#		9266				Amount	PO's Paid		
4809	11/22/2010		631	29109	Claims		Airpro	337.17	42.01 Is The Difference On Invoice #19572
		576 80 31 00	Parks Operating Suppli	001	Current Expense			337.17	Grasshopper Parts
Acct Pay#		9276				Amount	PO's Paid		
4810	11/22/2010		631	29110	Claims		Bobbi Allison	232.02	
		511 10 49 00	Council Miscellaneous	001	Current Expense			232.02	PCRS, ZTA
Acct Pay#		9279				Amount	PO's Paid		
4811	11/22/2010		631	29111	Claims		Anderson Bjornstad Kane Jacobs	5,977.50	
		594 79 63 01	Rails To Trails/Blanch	001	Current Expense			5,977.50	Little Mashell Ped Bridge
Acct Pay#		9213				Amount	PO's Paid		
4812	11/22/2010		631	29112	Claims		Associated Petroleum	952.61	
		535 10 32 00	Sewer Fuel	411	Sewer			952.61	Propane
Acct Pay#		9254				Amount	PO's Paid		
4813	11/22/2010		631	29113	Claims		Board For Voulnteer Firefighters	60.00	
		526 10 20 00	EMS Personnel Benefi	001	Current Expense			60.00	Board For Volunteer Firefighters
Acct Pay#		9227				Amount	PO's Paid		
4814	11/22/2010		631	29114	Claims		Canon Financial Services	105.40	
		521 20 45 00	Law Enforcement Leas	001	Current Expense			105.40	Police Copier Lease
Acct Pay#						Amount	PO's Paid		

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Acct Pay#			Amount	PO's Paid					
	9260	105.40							
4815	11/22/2010		631	29115	Claims		Cascade Columbia Distribution Co	4,975.19	
	534 10 31 00	Water Operating Suppl	410	Water				3,729.58	Aluminum Chlorohydrate, Phosphoric Acid, Soda Ash
	534 10 31 00	Water Operating Suppl	410	Water				1,245.61	Soda Ash, Phosphoric Acid
Acct Pay#			Amount	PO's Paid					
	9205	3,729.58							
	9262	1,245.61							
4816	11/22/2010		631	29116	Claims		Coastwide Laboratories	596.72	
	533 10 31 00	Electric Operating Sup	401	Electric				181.49	Paper Towels, Can Liners
	575 50 31 00	Comm Center Operatin	001	Current Expense				415.23	Paper Towels, Can Liners, Toilet Paper, Soap
Acct Pay#			Amount	PO's Paid					
	9230	415.23							
	9231	181.49							
4817	11/22/2010		631	29117	Claims		Databar Incorporated	948.08	
	533 10 42 00	Electric Communicatio	401	Electric				237.02	
	534 10 42 00	Water Communication	410	Water				237.02	
	535 80 42 00	Sewer Communication	411	Sewer				237.02	
	537 80 42 00	Refuse Communicator	460	Refuse Fund				237.02	
Acct Pay#			Amount	PO's Paid					
	9206	948.08							
4818	11/22/2010		631	29118	Claims		Everbank Commercial Finance, Inc.	288.83	
	514 23 45 00	Finance Leases/Rentals	001	Current Expense				288.83	Copier Lease
Acct Pay#			Amount	PO's Paid					
	9228	288.83							
4819	11/22/2010		631	29119	Claims		Exercise Science Center	45.00	
	522 10 41 00	Fire Control Professor	001	Current Expense				45.00	Brewer Fitness Eval
Acct Pay#			Amount	PO's Paid					
	9236	45.00							

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #	InterFund #	Vendor	Amount	Memo
4820	11/22/2010		631	29120	Claims			City Of Fife	2,384.24	
	521 20 51 00	Law Enforcement Inter	001	Current Expense					2,384.24	Fife Dispatch Police
Acct Pay#		Amount	PO's Paid							
	9261	2,384.24								
4821	11/22/2010		631	29121	Claims			Fowler Co. HD	503.72	
	534 80 48 00	Water Repairs & Maint	410	Water					503.72	Remote Meter For 4 Plex
Acct Pay#		Amount	PO's Paid							
	9277	503.72								
4822	11/22/2010		631	29122	Claims			Gray & Osborne Inc	971.90	
	594 35 63 01	Lagoon Improvements/	411	Sewer					971.90	Professional Services Sept 19-Oct 16 2010
Acct Pay#		Amount	PO's Paid							
	9249	971.90								
4823	11/22/2010		631	29123	Claims			HD Supply Utilities	414.22	
	533 10 31 00	Electric Operating Sup	401	Electric					414.22	Floodlight, Pole Top Adapter
Acct Pay#		Amount	PO's Paid							
	9226	414.22								
4824	11/22/2010		631	29124	Claims			Hazel Consulting, LLC	100.00	
	514 23 41 00	Finance Professional S	001	Current Expense					100.00	Server Administration
Acct Pay#		Amount	PO's Paid							
	9224	100.00								
4825	11/22/2010		631	29125	Claims			Mark Hoppen	2,500.00	
	514 23 41 00	Finance Professional S	001	Current Expense					854.34	
	533 80 41 00	Electric Professional Se	401	Electric					500.00	
	534 10 41 00	Water Professional Ser	410	Water					500.00	
	538 30 41 00	Storm Drain Professor	450	Storm Drain					645.66	
Acct Pay#		Amount	PO's Paid							
	9253	2,500.00								
4826	11/22/2010		631	29126	Claims			Key Bank	1,349.00	
	518 78 31 00	Town Hall Operating S	001	Current Expense					10.92	Cleaning Supplies

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	521 40 43 00	Law Enforcement Train	001	001	Current Expense			318.04	Coding Training, Finley
	521 40 43 00	Law Enforcement Train	001	001	Current Expense			420.00	Training EPD
	521 40 43 00	Law Enforcement Train	001	001	Current Expense			115.00	Training Wade
	594 22 64 00	Fire Control Machinery	001	001	Current Expense			485.04	Washer & Dryer
Acct Pay#		Amount	PO's Paid						
	9272	1,349.00							
4827	11/22/2010	631	29127	Claims			Kroesen's Inc	370.08	
	522 20 21 00	Fire Control Uniforms	001	001	Current Expense			370.08	Trousers, Shirts Patches
Acct Pay#		Amount	PO's Paid						
	9235	370.08							
4828	11/22/2010	631	29128	Claims			Large Trk Rpr Jh	107.66	
	533 80 48 00	Electric Repairs & Mai	401	401	Electric			107.66	Bucket Truck Repairs
Acct Pay#		Amount	PO's Paid						
	9229	107.66							
4829	11/22/2010	631	29129	Claims			Life-Assist, Inc.	45.11	
	526 20 31 00	Ems Operating Supplie	001	001	Current Expense			45.11	Diltiazem
Acct Pay#		Amount	PO's Paid						
	9270	45.11							
4830	11/22/2010	631	29130	Claims			MES- Northwest	7,239.54	
	522 20 35 00	Fire Control Minor To	001	001	Current Expense			6,666.35	4 Coats, 4 Pants, 2 Helmets, 2 Bunker Boots
	522 20 35 00	Fire Control Minor To	001	001	Current Expense			54.90	FF- Velcro Nameplate
	522 20 35 00	Fire Control Minor To	001	001	Current Expense			101.01	Blackshield With Velcro
	522 20 35 00	Fire Control Minor To	001	001	Current Expense			126.47	Ansi Ez Flips
	594 22 64 00	Fire Control Machinery	001	001	Current Expense			38.46	Female Garden Hose
	594 22 64 00	Fire Control Machinery	001	001	Current Expense			61.02	Hose Tester Adapter
	594 22 64 00	Fire Control Machinery	001	001	Current Expense			191.33	2.5 Cap With Chain Petcock
Acct Pay#		Amount	PO's Paid						
	9247	7,239.54							
4831	11/22/2010	631	29131	Claims			Morris Law P.C.	7,289.28	
	515 22 41 00	Legal Service- Town A	001	001	Current Expense			7,289.28	Oct 2010 Professional Services

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Acct Pay#		Amount	PO's Paid						
9248		7,289.28							
4832	11/22/2010		631	29132	Claims		Mountain Mist	72.15	
514	23 31 00	Finance Operating Sup	001	Current Expense				20.94	Water
521	20 31 00	Law Enforcement Oper	001	Current Expense				6.39	Water
533	10 31 00	Electric Operating Sup	401	Electric				11.24	Water
535	10 31 00	Sewer Office/operatng	411	Sewer				22.34	Distilled Water For Lab
558	60 31 00	Planning Operating Sup	001	Current Expense				11.24	Water
Acct Pay#		Amount	PO's Paid						
9217		20.94							
9218		11.24							
9219		22.34							
9220		11.24							
9221		6.39							
4833	11/22/2010		631	29133	Claims		North West Climate Controls Inc	6,625.38	
575	50 48 00	Comm Center Repairs	001	Current Expense				6,438.89	3 Phase Hot Water Tank And Installation
575	50 48 00	Comm Center Repairs	001	Current Expense				186.49	Heater Repairs
Acct Pay#		Amount	PO's Paid						
9215		6,438.89							
9216		186.49							
4834	11/22/2010		631	29134	Claims		Eatonville Dispatch Pacific Publishing Co	383.75	
511	30 44 00	Council Advertising	001	Current Expense				23.75	Levy Hearings
543	30 44 00	Street - Advertising	101	Streets				295.00	RFQ For WA Ave Streetscape
558	60 42 00	Planning Communicati	001	Current Expense				65.00	Catholic Church Addition And Special Use Permit
Acct Pay#		Amount	PO's Paid						
9225		65.00							
9275		318.75							
4835	11/22/2010		631	29135	Claims		Kalzer, Inc., P.S. Patterson Buchanan Fo	2,312.50	
515	22 41 00	Legal Service- Town A	001	Current Expense				388.50	Personnel Attorney Services
521	20 41 00	Law Enforcement Pro	001	Current Expense				1,924.00	PD Personnel Attorney Services
Acct Pay#		Amount	PO's Paid						
9203		388.50							

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Acct Pay#			Amount	PO's Paid					
	9204	1,924.00							
4836	11/22/2010		631	29136	Claims		Pierce Co Budget Finance	82.00	
	523 60 51 00	Care/Custody Of Prison	001	Current Expense				82.00	October Jail Billing
Acct Pay#			Amount	PO's Paid					
	9250	82.00							
4837	11/22/2010		631	29137	Claims		Pierce County Refuse	1,253.42	
	537 60 41 00	Refuse Contract	460	Refuse Fund				1,253.42	Drop Box Service
Acct Pay#			Amount	PO's Paid					
	9214	1,253.42							
4838	11/22/2010		631	29138	Claims		Pitney Bowes Purchase Power	619.99	
	512 50 42 00	Court Communications	001	Current Expense				56.36	Postage
	514 23 42 00	Finance Communicatio	001	Current Expense				56.36	Postage
	521 20 42 00	Law Enforcement Com	001	Current Expense				56.36	Postage
	522 20 42 00	Fire Control Communi	001	Current Expense				56.36	Postage
	526 20 42 00	Ems Communications	001	Current Expense				56.36	Postage
	533 10 42 00	Electric Communicatio	401	Electric				56.36	Postage
	534 10 42 00	Water Communication:	410	Water				56.36	Postage
	535 80 42 00	Sewer Communication:	411	Sewer				56.36	Postage
	537 80 42 00	Refuse Communication	460	Refuse Fund				56.36	Postage
	558 60 42 00	Planning Communicati	001	Current Expense				56.36	Postage
	559 60 42 00	Building Code Commu	001	Current Expense				56.39	Postage
Acct Pay#			Amount	PO's Paid					
	9251	619.99							
4839	11/22/2010		631	29139	Claims		Quill Corp	458.45	
	514 23 31 00	Finance Operating Sup	001	Current Expense				88.04	Misc Office Supplies
	514 23 31 00	Finance Operating Sup	001	Current Expense				34.42	Calendars, File Folders
	521 20 31 00	Law Enforcement Oper	001	Current Expense				196.44	Office Supply-police
	533 10 31 00	Electric Operating Sup	401	Electric				67.71	Calendars
	534 10 31 00	Water Operating Suppl	410	Water				33.07	Calendars
	535 10 31 00	Sewer Office/operating	411	Sewer				26.84	Calendars
	558 60 31 00	Planning Operating Su	001	Current Expense				11.93	Calendars
Acct Pay#			Amount	PO's Paid					

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Acct Pay#			Amount	PO's Paid					
9273			458.45						
4840	11/22/2010		631	29140	Claims		Rainier Connect	2,061.82	
514 23 42 00	Finance Communicatio	001	Current Expense					516.21	Phone, Fax, Dsl
521 20 42 00	Law Enforcement Com	001	Current Expense					240.20	Phone, Fax, Dsl
521 20 42 00	Law Enforcement Com	001	Current Expense					591.96	Repeater
522 20 42 00	Fire Control Communi	001	Current Expense					74.32	Fire Dept Phone
533 10 42 00	Electric Communicatio	401	Electric					89.69	Phone, Dsl
534 10 42 00	Water Communicatio	410	Water					251.63	Phone, Fax, Dsl
535 80 42 00	Sewer Communicatio	411	Sewer					216.65	Phone, Fax, Dsl
558 60 42 00	Planning Communicati	001	Current Expense					36.16	Planning Fax
576 80 31 00	Parks Operating Suppli	001	Current Expense					45.00	Park Cameras
Acct Pay#			Amount	PO's Paid					
9207			36.16						
9208			89.69						
9209			216.65						
9210			516.21						
9211			285.20						
9212			251.63						
9237			74.32						
9257			591.96						
4841	11/22/2010		631	29141	Claims		Riipinen Surveying Inc.	1,700.00	
535 80 41 00	Sewer Professional Ser	411	Sewer					1,700.00	Survey For Sewer Easement Along Eat. Hwy
Acct Pay#			Amount	PO's Paid					
9252			1,700.00						
4842	11/22/2010		631	29142	Claims		Rohlinger Ent	142.76	
533 10 31 00	Electric Operating Sup	401	Electric					142.76	Lineman Gloves
Acct Pay#			Amount	PO's Paid					
9200			142.76						
4843	11/22/2010		631	29143	Claims		Seawestern	1,607.99	
522 50 48 00	Fire Control Repairs &	001	Current Expense					750.00	Scba Regulator Test
522 50 48 00	Fire Control Repairs &	001	Current Expense					107.99	Threaded Hose, O Ring
522 50 48 00	Fire Control Repairs &	001	Current Expense					750.00	

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Acct Pay#	Amount	PO's Paid						
9233	750.00							
9267	107.99							
9280	750.00							
4844	11/22/2010	631	29144	Claims		Sharp Electronics Corporation	92.64	
522 40 43 00	Fire Control Training	001	Current Expense				92.64	Fire Copier Lease
Acct Pay#	Amount	PO's Paid						
9269	92.64							
4845	11/22/2010	631	29145	Claims		Shell Fleet Processing Center	134.85	
521 20 32 00	Law Enforcement Fuel	001	Current Expense				134.85	Police Chief Fuel
Acct Pay#	Amount	PO's Paid						
9259	134.85							
4846	11/22/2010	631	29146	Claims		Shift Calendars, Inc.	57.85	
522 20 49 00	Fire Control Miscellan	001	Current Expense				57.85	Single Style Appt Style
Acct Pay#	Amount	PO's Paid						
9271	57.85							
4847	11/22/2010	631	29147	Claims		Smith Logging & Tree Service	1,024.10	
542 30 41 00	Streets Professional Sv	101	Streets				1,024.10	Extraction Of Trees
Acct Pay#	Amount	PO's Paid						
9201	1,024.10							
4848	11/22/2010	631	29148	Claims		South Hill Window Clnng	170.00	
518 78 41 00	Town Hall Professiona	001	Current Expense				95.00	Town Hall
575 50 41 00	Comm Professional Sei	001	Current Expense				75.00	Comm Center
Acct Pay#	Amount	PO's Paid						
9258	170.00							
4849	11/22/2010	631	29149	Claims		US Bank	4,858.10	
514 23 31 00	Finance Operating Sup	001	Current Expense				114.50	Notary Supplies
514 23 42 00	Finance Communicatio	001	Current Expense				13.43	Shipping
514 40 43 00	Finance Training	001	Current Expense				26.32	Wellness Conference
518 78 31 00	Town Hall Operating S	001	Current Expense				88.16	Wall Calendar, Storage Box
518 78 49 00	Town Hall Miscellanec	001	Current Expense				11.26	Cleaning Supplies

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518	78 49 00	Town Hall Miscellane		001	Current Expense			47.96	Gas For Crown Vic
522	10 41 00	Fire Control Professior		001	Current Expense			300.00	Evaluation, Brewer
522	20 21 00	Fire Control Uniforms		001	Current Expense			406.51	Shirts, Embellishments
522	20 31 00	Fire Control Operating		001	Current Expense			94.78	Batteries
522	20 35 00	Fire Control Minor To		001	Current Expense			131.97	Batteries, Responder
522	20 35 00	Fire Control Minor To		001	Current Expense			111.24	Laptop Supplies, Gs-400
522	20 44 00	Fire Control Advertisin		001	Current Expense			49.95	Fire Website Link
522	50 48 00	Fire Control Repairs &		001	Current Expense			451.33	Governor, Cummins
522	50 48 00	Fire Control Repairs &		001	Current Expense			36.16	Wiper Blades, Junction Block, Terminals
522	50 48 00	Fire Control Repairs &		001	Current Expense			423.48	Battery Test, Value Pack
526	20 31 00	Ems Operating Supplie		001	Current Expense			65.18	Misc Medical Supplies
526	20 31 00	Ems Operating Supplie		001	Current Expense			42.36	White Out, Pens
526	20 49 00	Ems Miscellaneous		001	Current Expense			23.30	GPS Receiver For Laptop
526	50 48 00	Ems Repairs & Mainte		001	Current Expense			52.16	Bulbs
533	10 31 00	Electric Operating Sup		401	Electric			2.04	Hillman Fasteners
533	10 49 00	Electric Dues & Subsc		401	Electric			137.93	Elec Meeting
533	40 43 00	Electric Training		401	Electric			57.12	APWA
533	40 43 00	Electric Training		401	Electric			26.31	Wellness Conference
533	40 43 00	Electric Training		401	Electric			456.69	Training
533	80 48 00	Electric Repairs & Mai		401	Electric			7.93	Conduit
534	10 31 00	Water Operating Suppl		410	Water			38.25	Cell Phone Covers
534	10 31 00	Water Operating Suppl		410	Water			465.84	Batteries
534	40 43 00	Water Training		410	Water			57.12	APWA
535	10 31 00	Sewer Office/operatng		411	Sewer			150.38	Heat Tape
535	10 31 00	Sewer Office/operatng		411	Sewer			38.24	Cell Phone Covers
535	10 31 00	Sewer Office/operatng		411	Sewer			74.60	Batteries, Salt, Zerex Dex-cool
535	40 43 00	Sewer Training		411	Sewer			57.12	APWA
535	40 43 00	Sewer Training		411	Sewer			26.31	Wellness Conference
539	30 41 00	Animal Control Profesi		001	Current Expense			30.77	Wire Cable/rope
539	30 41 00	Animal Control Profesi		001	Current Expense			111.02	ACO Repairs
542	30 31 00	Streets Operating Supp		101	Streets			3.22	Concrete Redi Mix
558	40 43 00	Planning Training		001	Current Expense			26.31	Wellness Conference
558	60 31 00	Planning Operating Suj		001	Current Expense			126.85	Paper, Power Supply
559	40 43 00	Building Code Enforce		001	Current Expense			26.31	Wellness Conference
559	40 43 00	Building Code Enforce		001	Current Expense			236.13	Kennewick Training
575	50 48 00	Comm Center Repairs		001	Current Expense			37.87	Light Bulbs
576	80 31 00	Parks Operating Suppli		001	Current Expense			173.69	Misc Park Supplies

Acct Pay#	Amount	PO's Paid
9278	4,858.10	
4850	11/22/2010	631 29150 Claims
		US Postmaster Box Rent
		110.00

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
514	23 45 00	Finance Leases/Rentals	001	Current Expense				110.00	PO Box Rental
Acct Pay#		Amount	PO's Paid						
9256		110.00							
4851	11/22/2010		631	29151	Claims		Verizon Wireless	195.21	
522	20 42 00	Fire Control Communi	001	Current Expense				123.41	Fire Dept Cell Phones
522	20 42 00	Fire Control Communi	001	Current Expense				71.80	Fire Cell Phones
Acct Pay#		Amount	PO's Paid						
9234		123.41							
9268		71.80							
4852	11/22/2010		631	29152	Claims		WA Auditors Office	930.75	
519	90 40 00	Audit Costs		001	Current Expense			930.75	08-09 Audit 11.5hrs
Acct Pay#		Amount	PO's Paid						
9238		930.75							
4853	11/22/2010		631	29153	Claims		WA Dept Of Transportation	619.01	
594	33 61 00	2nd Feeder Project Gra	401	Electric				619.01	State Inspection Of 2nd Feeder
Acct Pay#		Amount	PO's Paid						
9274		619.01							
4854	11/22/2010		631	29154	Claims		WH Pacific, Inc	7,217.81	
595	42 62 01	ARRA Downtown Plaz	101	Streets				3,541.96	SR161 Town Center Project
595	42 62 01	ARRA Downtown Plaz	101	Streets				3,675.85	Mashell Ave
Acct Pay#		Amount	PO's Paid						
9222		3,541.96							
9223		3,675.85							
4855	11/22/2010		631	29155	Claims		Washington State Patrol	77.00	
521	20 41 00	Law Enforcement Pro	001	Current Expense				77.00	Fingerprints/CPL Police
Acct Pay#		Amount	PO's Paid						
9255		77.00							

TRANSACTION JOURNAL

Town Of Eatonville
MCAG #: 0578

Time: 15:24:56 Date: 11/17/2010
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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo	IT In	IT Out	Stop Pmts
							Adjustments:	0.00				
							Beginning Balance:	0.00				
							Revenues:	0.00				
							Warrant Expenditures:	70,635.84				
							Non Warrant Expenditures:	0.00				
							Interfund Transfers:	0.00				
							Redemptions:	0.00				
							Deposits:	0.00				
							Withdrawals:	0.00				
							Stop Payments:	0.00				
Fund					Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense					0.00	0.00	0.00	45,139.50	0.00	0.00	0.00	0.00
101 Streets					0.00	0.00	0.00	8,540.13	0.00	0.00	0.00	0.00
401 Electric					0.00	0.00	0.00	3,115.18	0.00	0.00	0.00	0.00
410 Water					0.00	0.00	0.00	7,118.20	0.00	0.00	0.00	0.00
411 Sewer					0.00	0.00	0.00	4,530.37	0.00	0.00	0.00	0.00
450 Storm Drain					0.00	0.00	0.00	645.66	0.00	0.00	0.00	0.00
460 Refuse Fund					0.00	0.00	0.00	1,546.80	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	70,635.84	0.00	0.00	0.00	0.00

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4808	11/22/2010	Claims	631	29108	Advanced Safety & Fire Sv	35.04	
4809	11/22/2010	Claims	631	29109	Airpro	337.17	42.01 Is The Difference On Invoice #19572
4810	11/22/2010	Claims	631	29110	Bobbi Allison	232.02	
4811	11/22/2010	Claims	631	29111	Anderson Bjornstad Kane Jacobs	5,977.50	
4812	11/22/2010	Claims	631	29112	Associated Petroleum	952.61	
4813	11/22/2010	Claims	631	29113	Board For Voulnteer Firefighters	60.00	
4814	11/22/2010	Claims	631	29114	Canon Financial Services	105.40	
4815	11/22/2010	Claims	631	29115	Cascade Columbia Distribution Co	4,975.19	
4816	11/22/2010	Claims	631	29116	Coastwide Laboratories	596.72	
4817	11/22/2010	Claims	631	29117	Databar Incorporated	948.08	
4818	11/22/2010	Claims	631	29118	Everbank Commercial Finance, Inc.	288.83	
4819	11/22/2010	Claims	631	29119	Exercise Science Center	45.00	
4820	11/22/2010	Claims	631	29120	City Of Fife	2,384.24	
4821	11/22/2010	Claims	631	29121	Fowler Co. HD	503.72	
4822	11/22/2010	Claims	631	29122	Gray & Osborne Inc	971.90	
4823	11/22/2010	Claims	631	29123	HD Supply Utilities	414.22	
4824	11/22/2010	Claims	631	29124	Hazel Consulting, LLC	100.00	
4825	11/22/2010	Claims	631	29125	Mark Hoppen	2,500.00	
4826	11/22/2010	Claims	631	29126	Key Bank	1,349.00	
4827	11/22/2010	Claims	631	29127	Kroesen's Inc	370.08	
4828	11/22/2010	Claims	631	29128	Large Trk Rpr Jh	107.66	
4829	11/22/2010	Claims	631	29129	Life-Assist, Inc.	45.11	
4830	11/22/2010	Claims	631	29130	MES- Northwest	7,239.54	
4831	11/22/2010	Claims	631	29131	Morris Law P.C.	7,289.28	
4832	11/22/2010	Claims	631	29132	Mountain Mist	72.15	
4833	11/22/2010	Claims	631	29133	North West Climate Controls Inc	6,625.38	
4834	11/22/2010	Claims	631	29134	Eatonville Dispatch Pacific Publishing Company	383.75	
4835	11/22/2010	Claims	631	29135	Kalzer, Inc., P.S. Patterson Buchanan Fobes Leitch &	2,312.50	
4836	11/22/2010	Claims	631	29136	Pierce Co Budget Finance	82.00	
4837	11/22/2010	Claims	631	29137	Pierce County Refuse	1,253.42	
4838	11/22/2010	Claims	631	29138	Pitney Bowes Purchase Power	619.99	
4839	11/22/2010	Claims	631	29139	Quill Corp	458.45	
4840	11/22/2010	Claims	631	29140	Rainier Connect	2,061.82	
4841	11/22/2010	Claims	631	29141	Riipinen Surveying Inc.	1,700.00	
4842	11/22/2010	Claims	631	29142	Rohlinger Ent	142.76	
4843	11/22/2010	Claims	631	29143	Seawestern	1,607.99	
4844	11/22/2010	Claims	631	29144	Sharp Electronics Corporation	92.64	
4845	11/22/2010	Claims	631	29145	Shell Fleet Processing Center	134.85	
4846	11/22/2010	Claims	631	29146	Shift Calendars, Inc.	57.85	
4847	11/22/2010	Claims	631	29147	Smith Logging & Tree Service	1,024.10	
4848	11/22/2010	Claims	631	29148	South Hill Window Clng	170.00	
4849	11/22/2010	Claims	631	29149	US Bank	4,858.10	
4850	11/22/2010	Claims	631	29150	US Postmaster Box Rent	110.00	
4851	11/22/2010	Claims	631	29151	Verizon Wireless	195.21	
4852	11/22/2010	Claims	631	29152	WA Auditors Office	930.75	
4853	11/22/2010	Claims	631	29153	WA Dept Of Transportation	619.01	
4854	11/22/2010	Claims	631	29154	WH Pacific, Inc	7,217.81	
4855	11/22/2010	Claims	631	29155	Washington State Patrol	77.00	
		001 Current Expense				45,139.50	
		101 Streets				8,540.13	
		401 Electric				3,115.18	
		410 Water				7,118.20	
		411 Sewer				4,530.37	
		450 Storm Drain				645.66	

CHECK REGISTER

Town Of Eatonville

MCAG #: 0578

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Time: 15:23:55 Date: 11/17/2010

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Trans	Date	Type	Acct #	Chk #	Claimant	Amout	Memo
		460 Refuse Fund				1,546.80	
						<u>70,635.84</u>	Claims: 70,635.84
							Payroll: 0.00

I, the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or labor performed as described herein, & that the claim is a just, due and unpaid obligation against the Town of Eatonville and that I am authorized to certify to said claim.

TOWN COUNCIL MEMBERS

Robert Schaub _____

Gordon Bowman _____

Brenden Pierce _____

Bobbi Allison _____

James Valentine _____

Civil Service _____

CHECK REGISTER

Town Of Eatonville

MCAG #: 0578

11/12/2010 To: 11/12/2010

Time: 08:46:49 Date: 11/12/2010

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4753	11/12/2010	Claims	631	29107	Nisqually River Foundation	500.00	
			110 - 573 90 41 04 - Tourism		500.00		
			110 Hotel Motel			500.00	
							Claims: 500.00
							500.00 Payroll:

I, the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or labor performed as described herein, & that the claim is a just, due and unpaid obligation against the Town of Eatonville and that I am authorized to certify to said claim.

TOWN COUNCIL MEMBERS

Robert Schaub _____

Gordon Bowman _____

Brenden Pierce _____

Bobbi Allison _____

James Valentine _____

Civil Service _____

CHECK REGISTER

Town Of Eatonville

MCAG #: 0578

11/19/2010 To: 11/19/2010

Time: 15:40:46 Date: 11/17/2010

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4758	11/19/2010	Payroll	13	EFT	Johnny Wade	2,056.39	
4760	11/19/2010	Payroll	13	EFT	Fredrick Mercer	1,497.25	
4761	11/19/2010	Payroll	13	EFT	Shauna Anderson	1,595.08	
4762	11/19/2010	Payroll	13	EFT	Jason L Mcguire	1,561.03	
4763	11/19/2010	Payroll	13	EFT	Daniel Murphy	1,235.97	
4764	11/19/2010	Payroll	13	EFT	Jason Darwent	1,535.67	
4765	11/19/2010	Payroll	13	EFT	Nicholas M Bond	1,041.89	
4766	11/19/2010	Payroll	13	EFT	Christina M Dargan	1,419.30	
4767	11/19/2010	Payroll	13	EFT	Miranda M Doll	1,449.57	
4768	11/19/2010	Payroll	13	EFT	Sheila F Dudley	1,411.21	
4769	11/19/2010	Payroll	13	EFT	Kathy Linnemeyer	1,639.91	
4770	11/19/2010	Payroll	13	EFT	Gaille C Finley	1,825.18	
4771	11/19/2010	Payroll	13	EFT	Terrance W Moore	1,748.65	
4772	11/19/2010	Payroll	13	EFT	Kerri Murphy	1,618.22	
4773	11/19/2010	Payroll	13	EFT	Steve Mckasson	1,748.84	
4774	11/19/2010	Payroll	13	EFT	Dexter Habeck	1,849.76	
4779	11/19/2010	Payroll	13	EFT	Raymond Harper	597.87	
4780	11/19/2010	Payroll	13	EFT	Timothy Lincoln	1,808.06	
4781	11/19/2010	Payroll	13	EFT	Mike Schaub	394.36	
4782	11/19/2010	Payroll	13	EFT	Gronn Morgan	1,091.62	
4783	11/19/2010	Payroll	13	EFT	Chrystal Mcglone	2,121.34	
4786	11/19/2010	Payroll	13	EFT	Nestor N Sundita	2,064.41	
4804	11/19/2010	Payroll	631	23237	EFTPS 941 Tax Deposits	14,421.34	941 Deposit For 11/19/2010 - 11/19/2010
4805	11/19/2010	Payroll	631	23238	WA Dept Retirement Systms	6,242.58	11/19/2010 To 11/19/2010 - Pers 2; 11/19/2010 To 11/19/2010 - Leoff 2
4775	11/19/2010	Payroll	632	23224	Carl Lucas	458.43	
4776	11/19/2010	Payroll	632	23225	Kathleen E Henricksen	522.48	
4777	11/19/2010	Payroll	632	23226	Jeremy Brewer	1,118.46	
4778	11/19/2010	Payroll	632	23227	Stanley Dekofski	165.72	
4785	11/19/2010	Payroll	632	23228	Gary Sokol	1,712.96	
4787	11/19/2010	Payroll	632	23229	Mike W Tiller	2,372.88	
4784	11/19/2010	Payroll	632	23230	Daniel G Sharpe	1,891.89	
4789	11/19/2010	Payroll	632	23231	AWC	16,116.35	11/19/2010 To 11/19/2010 - AWC
4790	11/19/2010	Payroll	632	23232	EFTPS 941 Tax Deposits		Voided-had To Reprint Check
4791	11/19/2010	Payroll	632	23233	IBEW Local 483	688.29	11/19/2010 To 11/19/2010 - Ibew
4792	11/19/2010	Payroll	632	23234	WA Dept Retirement Systms		Voided-had To Reprint Check
4793	11/19/2010	Payroll	632	23235	WA Dept Retirement Systms Deferred Comp	717.50	11/19/2010 To 11/19/2010 - Deferred Comp
4759	11/19/2010	Payroll	632	23236	Edgar L Lewis	1,892.42	
001 Current Expense						59,712.03	
101 Streets						1,424.58	
401 Electric						13,403.52	
410 Water						3,262.92	
411 Sewer						3,110.24	
450 Storm Drain						719.59	
						<hr/>	
						81,632.88	Claims: 0.00
							Payroll: 81,632.88

CHECK REGISTER

Town Of Eatonville

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MCAG #: 0578

11/19/2010 To: 11/19/2010

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or labor performed as described herein, & that the claim is a just, due and unpaid obligation against the Town of Eatonville and that I am authorized to certify to said claim.

TOWN COUNCIL MEMBERS

Robert Schaub _____

Gordon Bowman _____

Brenden Pierce _____

Bobbi Allison _____

James Valentine _____

Civil Service _____

ORDINANCE 2010-14

**AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, REPEALING
ANY ORDINANCES IN CONFLICT THEREOF AND INCREASING THE
EATONVILLE EMS LEVY FOR 2011 BY 1% OF THE 2010 EMS LEVY**

WHEREAS, the Town Council of Eatonville EMS has met and considered its budget for the calendar year 2011; and,

WHEREAS, the districts actual levy amount from the previous year was \$107,421.09 and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2011 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,074.21 which is a percentage increase of 1% from the previous year. This increase is

exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ **day of** _____, **2010**_____.

Raymond Harper, Mayor

ATTEST:

Chrystal McGlone, Town Clerk

APPROVED AS TO FORM:

Carol A Morris, Attorney

ORDINANCE 2010-15

**AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, REPEALING
ANY ORDINANCES IN CONFLICT THEREOF AND INCREASING THE
EATONVILLE REGULAR LEVY FOR 2011 BY 0% OF THE 2010 REGULAR LEVY**

WHEREAS, the Town Council of Eatonville has met and considered its budget for the calendar year 2011; and,

WHEREAS, the districts actual levy amount from the previous year was \$634,262.13 and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby not authorized for the levy to be collected in the 2011 tax year.

This is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ **day of** _____, **2010**_____.

Raymond Harper, Mayor

ATTEST:

Chrystal McGlone, Town Clerk

APPROVED AS TO FORM:

Carol A Morris, Attorney

RESOLUTION 2010-WW

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING
FINANCIAL POLICIES FOR THE TOWN OF EATONVILLE**

WHEREAS, the Finance Committee feels the Town of Eatonville is in need of Financial Policies to use as a guide for developing the Town's Budgets and conducting financial transactions and;

WHEREAS, the Eatonville Town Council will authorize the Mayor to adopt said Financial Policies for the Town of Eatonville.

NOW, THEREFORE BE IT RESOLVED that this Council of the Town of Eatonville hereby authorizes the Mayor to adopt Financial Policies for the Town of Eatonville that are attached hereto;

PASSED by the Council of the Town of Eatonville at a regular meeting this 22nd day of November 2010.

Raymond Harper, Mayor

ATTEST:

Chrystal McGlone, Town Clerk

APPROVED AS TO FORM:

Carol A Morris, Town Attorney



TOWN OF EATONVILLE FINANCIAL OPERATING POLICIES

The financial health and welfare of the Town of Eatonville is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation. These financial management policies direct the decision-making process of the Town Council and the Town administration while operating to provide stability of changing service and financial circumstances and conditions. These policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the Town's financial resources toward meeting the goals and programs of a Town-developed strategic plan. The implementation of wise fiscal policies enables the Town officials to protect the public interest and ensure public trust and confidence.

I. Financial Philosophies

The fiscal policy of the Town of Eatonville is to establish a sufficient financial base and provide the resources necessary to support and sustain an adequate and responsible level of Townwide services to ensure public safety, enhance the physical infrastructure and environment of the Town, and improve and sustain quality of life and community.

The Town of Eatonville's financial policies shall address the following fiscal goals:

- Ensure the Town maintains a sufficient financial base to provide a reliable level of Town services.
- Keep the Town in a fiscally-sound position over both the long and short term.
- Ensure the Town is able to withstand local and regional economic variations and adjust to changes in program and service requirements.
- Set forth operating principles that minimize the cost of government and financial risks.
- Provide a framework for prudent use of debt financing, maintain a good credit rating in the financial community while assuring taxpayers that the Town government is managed and operated in a sound financial condition.
- Ensure the legal use of financial resources through effective systems of internal controls.
- Promote cooperation and coordination with other governmental entities and the private sector in financing and delivery of services.
- Establish capital improvement project priorities based on long-range plans that are consistent with the Town's Comprehensive Plan.
- Operate utilities and business programs in a responsive and fiscally sound manner.
- Expect service users to pay their fair share of program costs.
- Protect the Town from catastrophic or unanticipated losses.

As a cornerstone of the Town of Eatonville's financial management policy, the "fiscal integrity" of the Town will be of the highest priority. The Town will strive to:

- Maintain the fiscal integrity of its operating, debt service, and capital improvement budgets, which provide services and maintain certain public facilities, streets and utilities. It is the Town's intent to maximize the level of public goods and services while minimizing the level of debt.
- Cash balances in excess of the amount required to maintain strategic reserves may be used to fund one-time or non-recurring costs.

In an effort to strive for successful financial management and ensure the highest credit rating for the Town, the Town will pursue the following objectives: 1) conservative but reasonable revenue forecasting; 2) budgeting practices which tie recurring expenditures to recurring revenues; 3) contingency planning to deal with uncertainties; 4) ability to make mid-year corrections; 5) strong budget controls; 6) institutionalized means of coordinating with other entities; 7) conservative investment practices emphasizing the preservation of capital and liquidity; and 8) engage all department administrators and senior managers in the development and management of their individual areas of budget responsibility.

II. Budget Process

The budget process is designed to meet the operations and service needs of the Town by integrating the planning and implementation of Town programs and objectives with the allocation of funds sufficient to support such services and programs.

The Town of Eatonville's annual budget shall be prepared using the following schedule and process as its general guide:

1. Prior to July 1, the Mayor, Town Council, Town Administrator and Department Heads review the Council calendar and establish a preliminary budget development calendar.
2. Prior to July 1, the Mayor, Town Administrator and Department Heads meet to discuss budget schedule, process, budget guidelines and budget preparation tasks.
3. In June through September, the Town Administrator and Department Heads develop and present selected budget issues to the Mayor and Town Council for review, discussion and direction.
4. On or about October 1, 2011, the Mayor and Town Administrator present the Preliminary Budget to the Town Council.
5. During October, study sessions and Public Hearings are held on the Preliminary Budget and Property Tax Levy request.
6. In October or early November, the Town Council holds Public Hearings and adopts the Property and EMS/Fire Tax Levy.
7. Early December, the Eatonville Town Council adopts the Budget in its final form.
8. On or before January 31, the Final Budget Document is published and copies of final budgets are to be sent to the State Auditor's Office, Municipal Research Service Center, and other entities as well as made available to the citizens of Eatonville.

The main feature in the development of a budget format is to make the budget document readable and understandable to the general public and Town officials. The budget must be developed in a format that will also provide sufficient detail in financial, program and policy information to guide the departments in program performance, and assist the Town Council and Town staff in program evaluation and monitoring.

1. The budget should be a performance, financing and spending plan agreed to by the Mayor, Town Council, Town Administrator and Department Administrators. It should contain information/data regarding expected revenues, expenditures and program performance.
2. The Town shall review and refine written policies and goals on an ongoing basis to guide the preparation of performance, financing and spending plans for the Town budget. Adopted budgets shall comply with the adopted budget policies and the Mayor and Town Council's priorities.
3. The Town's budget presentation should display the Town's service delivery and performance plan in a Council/constituent-friendly format. The Town, therefore, will use a budgeting format to convey the policies and purposes of Town operations.
4. Decision-making for capital improvements will be coordinated with the operating budget to make effective use of the Town's limited resources for operating and maintaining facilities and capital projects.

5. As established by Town Council policy and direction from the Mayor and Town Administrator, Department Heads will formulate budget programs in line with the Mayor and Town Council's priorities by implementing such programs once they are approved.

The Town Council adopts the budget by ordinance at the fund level. The Town Administrator and Department Heads have management control over their budgeted line items. The Town Administrator may authorize reallocation of budget line amounts within the same fund to address changing economic conditions so long as the overall fund budget is not changed. Any revisions that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Town Council. If a budget amendment is deemed necessary due to extraordinary department expenses or the addition of state/federal grants, such amendment will generally occur twice, once during the year and again at year-end if needed with the adoption of a supplemental budget ordinance.

III. Basis of Accounting and Budgeting

A) Basis of Accounting

The basis of accounting used by the Town sets forth when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The Town prepares and adopts its annual budget on a in the same manner it accounts for the individual funds. All governmental funds are accounted for using the cash basis of accounting. Their revenue is recognized when they become measurable and available. Expenditures are generally recognized under the cash accrual basis of accounting when the related fund liability is incurred. All Proprietary Funds are accounted for using the accrual basis of accounting. Under this basis of accounting, the revenues are recognized when they are earned and their expenses are recognized when they are incurred.

B) Budgets and Budgetary Accounting

The Town of Eatonville's accounting and budgeting systems are organized and operated on a fund basis. Funds are accounting entities used to record revenues and expenditures. Each fund is balanced, meaning total revenues equal total expenditures. The budgeted funds are grouped into categories: General Fund, Special Revenue, Debt Service, Capital Projects, Enterprise, and Fiduciary/Trust.

Legal budgetary control is established at the fund level (i.e., expenditures for a fund may not exceed that fund's total appropriation amount). The Mayor may authorize transfers of appropriation within a fund, but the Town Council must approve by ordinance any increase in total fund appropriations. Any unexpended appropriation balances lapse at the end of the budget period.

IV. Accounting, Financial Reporting, Forecasting, Information System Integrity and Auditing Policies

The Town of Eatonville shall establish and maintain the highest standard of accounting practices. Accounting and budgetary systems shall, at all times, conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System and local regulations.

Accounting System:

- A comprehensive accounting system shall be maintained to provide all financial information necessary to efficiently operate the Town.
- The Town shall meet the financial reporting standards set by the Washington State Auditor's Office.

Financial Reporting:

- Full disclosure shall be provided in all officially-published Town financial reports and bond representations.

- Annual financial report shall be prepared on a timely basis and in a comprehensive and cooperative fashion to meet or exceed the State Auditor's Office standards and expectations.
- The Town's budget documents shall be presented in a format that provides for logical comparison with prior budget period actuals wherever possible.
- Reports outlining the status of revenues and expenditures shall be done quarterly in a format prepared by the Town Clerk and will be distributed to the Town Council, Department Heads and any interested party.
- The budget shall be produced so it can be directly compared to the actual results of the fiscal year and presented in a quarterly budget status report.

Forecasting:

- Each year, Town staff shall update expenditure and revenue forecasts for the operating funds on an annual cycle, five-year forecasts for the capital improvement program for the next six years. Projections shall include estimated operating costs for future capital improvements that are included in the capital budget.

Auditing Policies:

- A biannual audit will be performed by the State Auditor's Office and include the issuance of a financial opinion.

V. Operating Budget Policies

The Town Budget is the central financial planning document that encompasses all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department within the restrictions of anticipated Town revenues.

1. The Town will maintain a budgetary control system to ensure compliance with the budget. The Town shall prepare monthly status reports and quarterly budget status reports comparing actual revenues and expenditures to budgeted amounts.
2. The Town Council shall establish Town service levels and priorities for the ensuing fiscal biennium prior to and during the development of the budget. The Mayor will then incorporate the Town's objectives and priorities in the Town's budget proposal.
3. The Town shall provide for adequate maintenance and appropriate replacement of capital facilities and equipment. The Town shall provide for maintenance schedules to ensure that facilities and equipment are maintained so as to maximize its useful life span.
4. The Town shall project capital outlay expenditures for a six-year period. Projections shall include estimated operating costs of future capital improvements included in the capital improvement budget, which will be reviewed on an annual basis.
5. The administrative transfer fee from non-General Funds to the General Fund is a payment for various services provided by the General Fund. The amount of each year's transfer fees shall be based on estimated, reasonable General Fund costs incurred by the non-general funds and shall be included within the operating budget.

VI. Revenue and Expenditure Policies

The Town of Eatonville shall seek to maintain the highest level of affordable and reliable services while maintaining fiscal responsibility based on the constraints of the Town's revenue resources and direction provided under the Town's expenditure policies.

Revenue Policies:

1. Revenue forecasts shall assess the full spectrum of resources that can be allocated for public services. The revenue system shall be diversified as protection from short-run fluctuations in any one revenue source. Should economic downturn develop which could result in (potential) revenue shortfalls or fewer available resources, the Town will make adjustments in anticipated expenditures to compensate.
2. Revenue estimates shall not assume any growth rate in excess of inflation for taxes (such as property tax, sales tax and fuel taxes) which generally will be based on projections provided by the state, unless the Town has identified firm and credible indicators to calculate revenue growth beyond the level of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This practice imposes short-term constraint on the level of public goods or services. In the event, however, revenues are less than expected, it minimizes the likelihood of severe cutback actions that may be disruptive to the goal of providing a consistent level of quality services.
3. The investment of Town funds will be made pursuant to the Town of Eatonville's Investment Policy as approved by the Mayor, and Town Council. Investment income earned through the Town's pool of invested funds shall be budgeted based upon the anticipated participation of each fund.
4. The Town shall establish and maintain Special Revenue Funds to account for proceeds from specific sources to finance designated activities that are required by statute, ordinance, resolution, or State/Federal executive order.
5. Revenues of a limited or indefinite term should be used for capital projects or one-time operating expenditures to ensure that no ongoing service programs are lost when such revenues are reduced or discontinued.
6. Grant applications to fund new service or capital programs with State or Federal funds shall be reviewed by the Town, as they become available, with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.
7. State, Federal, local and private grant funds may be utilized but only when the Town can be assured that the total costs and requirements of accepting funds are known and judged to not adversely impact the Town's General Fund, utility funds, or other Town funds. Future impacts on the Town budget of all grant requests will be evaluated by the Mayor, Town Administrator and Finance Committee. The Mayor shall approve all grant applications.
8. The Town shall biannually review all fees for licenses, permits, fines, rates and other miscellaneous charges and adopted as one resolution as part of the budget process. User charges and fees shall be established based at a percentage of the full cost of providing the service, unless otherwise provided by statute or regulation. Full cost incorporates direct and indirect costs, including operations and maintenance, overhead, and charges for the use of capital facilities. Other factors for fee or charge adjustments may also include the impact of inflation, other cost increases, the adequacy of the coverage of costs, and current competitive rates. The full cost of providing a service should be calculated in order to provide a basis for setting the charge or fee. Any proposed rate adjustments, user charges and fees shall be presented to the Town Council for approval on an as needed basis.
9. The Town shall follow a vigorous policy of collecting all Town revenues.
10. Current revenues shall be sufficient to support current expenditures.
11. The Town shall maintain revenue and expenditure categories according to State Statutes.

Expenditure Policies:

1. High priority shall be given to expenditures that will reduce future operating costs, such as increased utilization of technology and equipment and prudent business methods.
2. If expenditure reductions are necessary, complete elimination of a specific, non-mandatory service is preferable to lowering the quality of existing programs below reasonable service levels.
3. An appropriate balance shall be maintained between budget funds provided for direct public services and funds provided for sound administration and legal compliance.
4. Before the Town undertakes any agreement that would create significant, fixed ongoing expenses, the cost implications of such agreement will be fully determined for current and future years.
5. All externally-mandated services for which full or partial funding is available shall be fully costed out to allow for reimbursement of expenses. The estimated costs of service will be budgeted and charged to the fund performing the service. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. The budget shall balance recurring operating expenses to recurring operating revenue.
7. Expenditures shall be controlled and shall stay within the amount of appropriated funds.
8. Organizations that are not part of the Town, but which receive funding from the Town, shall not have their appropriation carried forward from budget-cycle to budget-cycle unless authorized and directed by the Council. Annual review and reauthorization of funding is required.

VII. Capital Improvement Policies

The Town of Eatonville shall establish as a primary fiscal responsibility the preservation, maintenance and future improvement of the Town's capital facilities, equipment and assets. Proper planning and implementation of sound capital policies and programs will assist the Town in avoiding fiscal emergencies and unplanned capital costs in the future.

1. A comprehensive multi-year plan for Town's capital improvements may be reviewed and updated annually typically to be done in conjunction with the annual update of the Comprehensive Plan.
2. All projects included in the Capital Improvement Program shall be consistent with the Town's Comprehensive Plan. The goals and policies for services, facilities, utilities and transportation should be followed in the development of the Capital Improvement Program. The Comprehensive Plan service level goals should be included in the Capital Improvement Program. Virtually all of the projects included in the Capital Improvement Program are based upon formal long-range plans that have been adopted by the Town Council. This ensures that the Town's Capital Improvement Program, which is the embodiment of the recommendations of these individual planning studies, is responsive to the direction of the Town Council as contained in the Comprehensive Plan and supporting documents. Examples of these documents are the Comprehensive Plans for Water, Wastewater, Electric and storm water.
3. Capital project proposals should include cost estimates that are as complete, reliable, and attainable as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for the Six-Year Capital Improvement Program will vary in reliability depending on whether they are to be undertaken in the first, third, or sixth year of the Program.

4. Financial analysis of funding sources shall be conducted for all proposed capital improvement projects, in addition to listing the total project costs.
5. The Town shall project its equipment needs (i.e., vehicle replacement and maintenance needs for the next several years) and will update these projections annually. From this projection, a maintenance and replacement schedule will be developed and followed. The intent of the maintenance program shall be to maintain all its assets at an adequate level in order to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. All revenues collected from Real Estate Excise tax shall be deposited into the Capital Improvement Fund or the Land Acquisition Fund and shall be used in accordance with state law and the adopted Capital Improvement Program.
7. Capital improvement projects that do not follow the principles and concepts of an adopted Capital Improvement Program, or which duplicate other public and/or private services, will not be considered.
8. Capital project proposals should indicate the project's impact on the operating budget, including, but not limited to, long-term maintenance costs necessary to support the improvement.
9. The annual Capital Budget shall include only those projects that can reasonably be accomplished in the time frame indicated in the plan. Each budgeted capital project should include a projected schedule.
10. Capital projects that are not encumbered or completed during the biennium may be re-budgeted. All re-budgeted capital projects should be so noted in the adopted Capital Budget. Similarly, multi-year projects with unencumbered or unexpended funds will be carried over to the subsequent year(s).
11. Capital projects shall not be budgeted unless there are reasonable expectations that revenues will be available to pay for them and subsequently fund their operations and services associated therewith.
12. Capital projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
13. A comprehensive inventory of all capital assets shall be conducted and maintained to include estimates of actual value.
14. The Town shall manage Town-owned property proactively and strategically to promote the public interest and, whenever possible, to enhance the Town's overall financial resources.

VIII. Reserve and Fund Balance Policies

Sufficient fund balances and reserve levels are a critical component of the Town's financial management policies and a key factor in the measurement of the Town's financial strategies for external financing.

1. Maintenance of an adequate fund balance for each fund to ensure sufficient resources for cash flow and to mitigate revenue shortages or emergencies shall be a priority. Prudent use of reserve funds enables the Town to defray future costs, take advantage of matching grant funds, and provides the Town with the ability to exercise flexible financial planning in developing future capital projects.
2. The Town shall maintain reserves required by law, ordinance and/or bond covenants to ensure service levels, stability and protect against economic downturns and emergencies. The Town shall maintain reserves in the General Fund in an amount of at least .5% of total budgeted operating expenses for the General Fund and may exceed this threshold based upon discussions with and direction from the Town Council. The Town shall maintain reserves in the amount of no less than .5% of total budgeted operating expenses for enterprise funds for the first year however should increase to 4% at the end of

five years. Again, this amount may be higher based upon discussions with and direction from the Town Council.

Utility Fund Policies:

1. The Town shall establish and maintain separate utility operating and capital improvement funds and budgets for each of its utility operations in order to provide for proper fund management, financial planning and long-term solvency of each Town operated Utility.
2. Utility rate reviews shall be conducted at least every six years to begin in 2010 to update assumptions and ensure the long-term solvency and viability of the Town's Utilities.
3. Utility rates and capital fees shall be reviewed annually and necessary adjustments made to account for inflation, construction needs, maintain bond covenants, and avoid major rate increases.
4. Utility hookup fees shall be established at levels to ensure that all customers seeking to connect to the Town's utility systems shall bear their equitable share of the cost of both the existing and future systems.
5. The operating and maintenance costs of each of the Utilities shall be funded at a level that will preserve the intended life and functional requirements of each Utility system. Costs shall be evaluated and monitored to ensure that the Utilities are operated in a cost effective and economically prudent manner.
6. The Town shall strive to maintain the required debt service "coverage" as established in the applicable bond ordinances/issues.

IX. Investment Policies and Cash Management

Effective financial control of the Town's daily operations is an important part of the Town's overall fiscal management practices. Achieving adequate cash management and investment control requires sound financial planning to ensure sufficient revenues are available to meet current expenditures of any operating period.

1. The Town shall manage and invest its residual cash through the Elected Town Treasurer on a continuous basis in accordance with the Town's investment policies and within the guidelines established by the Washington State Statutes based upon the following order of priorities: 1) safety, 2) liquidity, and 3) yield.
2. The Town shall maintain a cash management program that includes collection of accounts receivable, disbursement of funds, and prudent investment of its available cash.
3. As permitted by law and Town ordinances and to maximize the effective investment of cash, all liquid funds needed for general obligations may be pooled into one account for investment purposes. The income derived from this account shall be distributed to the various funds based on their average balances on a periodic basis.
4. The Town Clerk shall periodically furnish the Mayor, Town Council and Department Heads with a report that should include the amount of interest earned to date on all funds. An annual report will be provided which will summarize investment activity for the year and will give the rate of return for the year.
5. State and local laws require a biannual audit of the financial records of the Town. That audit will include a review of all investment activity for each year to review compliance with these investment procedures.
6. Sufficient cash shall be maintained to provide adequate funds for current operating expenditures.

7. Additional reserve accounts may be created by the Town Council to be set aside for specific purposes or special projects and/or for known significant future expenditures.
8. The Town shall deposit all funds promptly generally within 24 hours of when the funds are received.
9. All expenditures drawn from the reserve accounts shall require prior Council approval unless previously authorized by the Town Council for expenditure in the annual budget.

X. Debt Management Policies

The success of the Town funding capital projects is highly dependent upon sound financial planning objectives and strategy of implementation. The issuance of debt by the Town and the amount of debt is an important factor in measuring the Town's financial condition and performance. A debt policy can assist the Town Council, Mayor, and Town Administrator and staff to integrate the issuance of debt with other long-term planning, financial and management objectives. The policy also requires an evaluation of the impact of each debt issue on the Town's overall financial position. All capital projects debt financing shall be coordinated and managed by the Town Administrator in order to ensure efficient financial planning, implementation and cost-effective underwriting services.

1. The Town shall not use long-term debt to finance current operations. Long-term borrowing shall be confined to capital improvements or similar projects with an extended life when it is not practicable to be financed from current revenues.
2. Debt payments shall not extend beyond the estimated useful life of the project being financed. The Town shall keep the average maturity of general obligation bonds at or below twenty-five years, unless special circumstances arise warranting the need to extend the debt schedule to thirty years.
3. The Town shall maintain good communications with bond rating agencies concerning its financial condition, and will take all appropriate and responsible measures to sustain a quality bond rating with continuous financial management efforts to enhance the Town's bond ratings.
4. The Town shall not utilize lease purchases, except for computer equipment, real property acquisitions or in the case of extreme financial emergency with specific approval of the Town Council. If lease purchasing is approved by the Town Council, the useful life of the item must be equal to or greater than the length of the lease.
5. The Town shall determine the most practical and cost-effective ways of securing interim funding for Town capital projects.
6. Before initiating any debt financing of capital projects, the Town shall identify whenever possible alternative sources of funding, including all applicable state and federal grant and low-interest loan programs, and shall examine the availability of those sources in order to minimize the level of debt.
7. Long-term Borrowing:
 - a. Long-term general obligation debt shall be incurred when necessary to acquire land or capital assets based upon the ability of the Town to pay. This debt shall be limited to those capital improvements that cannot be financed from existing revenues and when there is an existing or near-term need for the project. The project should also be integrated with the Town's long-term financial plan and Capital Improvement Program.
 - b. Before securing municipal financing for public works capital projects, the Town shall investigate the availability and eligibility of funds from the State Public Works Trust Fund Loan program.

- c. The term of long-term debt issued will not exceed the life of the projects financed. Current operations will not be financed with long-term debt.
- 8. Short-term Borrowing:
 - a. Short-term lines of credit may be used only when the Town's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- 9. The Town shall establish a close financial teamwork environment between the Mayor, Town Administrator, Legal Counsel, legally certified and credible bond counsel, and managing underwriter in order to effectively plan and fund the Town's capital improvement projects.
- 10. Prepare a standard process for planning and establishing debt financing for capital projects which clearly defines: a) the timing for debt financing, b) the role of the various participants in the financing process and c) the steps of the process, which need to be completed in order to achieve successful, project funding.
- 11. Negotiate the most competitive pricing on debt issues and broker commissions in order to ensure a favorable value to the Town's customers.
- 12. Town Council approval is required prior to the issuance of debt. In addition, an analytical review shall be conducted prior to the issuance of debt to determine if there are reasonable alternatives and to reduce the cost of borrowing.
- 13. The Town will maintain a good credit rating at all times.

REVISION CRITERIA

Each year during the Budget Process the Finance Committee will review Legislative Policies and recommend to Council any appropriate changes.

ORDINANCE NO. 2010-16

**AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF EATONVILLE,
WASHINGTON FOR THE CALENDAR YEAR 2011**

BE IT ORDAINED by the Council of the Town of Eatonville, Washington, as follows:

The annual budget of the Town of Eatonville for the year 2011, set forth by fund summary totals below, as fixed and determined in the Preliminary Budget for the year 2011, as revised by the Eatonville Town Council, a copy of which is attached including the salary schedule "appendix A", and by reference incorporated herein is adopted as the annual budget of the Town of Eatonville for the year 2011. The total estimated revenue from all sources and the expenditures by fund are as follows:

Total Estimated Revenue from all sources: \$ 9,589,410.64

Expenditures by Fund

001	Current Expense Fund	3,587,190.91
101	Street Fund	474,940.00
110	Tourism	20,100.00
130	Real Estate Excise Tax Fund	30,000.00
201	Millpond Bond Redemption Fund	18,833.24
301	Visitor Center Bond Redemption Fund	51,741.66
401	Electric Fund	2,223,500.00
410	Water Fund	817,166.44
411	Sewer Fund	1,566,087.05
412	Water/Sewer Bond Redemption Fund	65,726.00
413	Water/Sewer Bond Reserve	66,925.34
450	Storm Drain Fund	166,600.00
460	Garbage Fund	500,600.00
	Grand Total All Funds Combined	9,589,410.64

This ordinance shall become effective upon passage and publication as provided by law, and shall be deemed of special effect and not codified.

PASSED by the Town Council and approved by the Mayor of the Town of Eatonville,
Washington at a regular meeting thereof this day of December, 2010.

Raymond Harper, Mayor

ATTEST:

Chrystal McGlone, Town Clerk

APPROVED AS TO FORM:

Carol A Morris, Town Attorney